



East Narrogin Primary School - P&C Association

General Meeting

Minutes

Opened: 7.13pm

Venue: ENPS Staff Room

Date: 9th September 2019

Attendance: **Present:** Helen Fiebig, Marie Edgley, Ros Boothey, Alyce Smith, Lynne Dorset, and Sarah Hennessey

Apologies: Kate Furphy Emma Peddey and Sue Hann

1. MINUTES OF PREVIOUS MEETING: Minutes of meeting held Monday 12th August accepted as a true and correct record. **Accepted:** Ros **Seconded:** Marie

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Toilet Art Project

- 10 people attended the busy bee on Sunday 8 Sep and got heaps of work done – quotes on doors, murals completed, anti-graffiti sealer started
- Budget so far (of \$4,000 allocated) \$600 for artwork, \$345 paint, cost of stickers and mirrors (supply and installation) still to come
- Need to check out smaller sized mirrors preferably the safety glass type

Person Responsible

Emma

2.2 Sensory Garden

- Tim has installed arbours, just waiting for final costings
- Arbours will need to be painted
- Sensory boards are still a work in progress

Rohan and others
Mr van Wyk's class

2.3 Role Description Procedures

- Documents make it easier to do a handover of the role to incoming member
- Due for completion by the end of the year

Kate, Sarah, Marie,
Ros, Lynne

2.4 Computer Disposal

- Advertise and try to sell
- Waiting for the High School to respond

Alyce
Sarah

2.5 Book Fair

- Kate met with Heather to organise before and after school opening times
- Need helpers to run 30 minutes shifts on Learning Journey night (Michelle Birrell offered to assist)

Kate
Marie email helpers

2.6 Learning Journey

- Some committee members to do meet and greet in the canteen/garden
- Get membership forms printed out, try to add to the helpers list
- Display in the canteen area with photos, footprints to the garden/toilets
- Tea and coffee to be sold – already purchased appropriate supplies
- Juice and lollies left over from the disco could also be sold on the night, Alyce to top up supplies of lollies and check lolly bags, cups etc
- Need to have a separate float in canteen on the night (split book fair float)
- Need helpers in the canteen to sell food and drinks on the night

Marie
Marie

Alyce

Marie email helpers

2.7 Colour Run Fundraiser

- Need to read package thoroughly to find out exactly what is involved

Marie

2.8 Carnivals – Selling food and drink

- Run a coffee/drinks and cake/biscuit stall at faction carnival
- Also have sausage sizzle available for purchase for families in attendance
- Need to organise Ballards BBQ trailer for Wed 23 Oct
- Good to have helpers to man the stall between 9.00 and 2.30 and help with donations of cakes/biscuits to sell
- It would be good if P & C could be represented at PE organizational meeting for carnivals/events to share opportunities to fund raise

Person Responsible

Alyce

Helen to talk to
Chris Pettit

2.9.1 Project Applications – Drink fountain

- Costs and options require further investigation – postponed to next meeting

2.9.2 Project Applications – Water play area

- Received an average score of 8 (medium priority)
- Motion raised by Lynne seconded by Marie as follows;
P&C approve to commit funds, with the amount to be confirmed

In favour: 5 Against: 0 **Carried**

- Letter back to sponsor (Jo Hayes) to advise of committee decision

Sarah

3. CORRESPONDENCE

3.1 Incoming:

- Quotes for the mirrors in the toilets (Ike's Glass and Narrogin Glass)
- Order for Country Paints

3.2 Outgoing:

- Nil

4. REPORTS (All reports circulated via email prior to meeting)

4.1 Treasurer's report

- Invoice for catering on network day has been done (\$240)
- Three hours spent on phone with ATO. We owe about \$1308. Lynne to organise a payment plan once this amount has been confirmed.

4.2 President's report

- Very pleased with everyone's efforts at the busy bee – we got a lot done and the project is nearing completion which is great

4.3 Principal's Report

- No further additions - see distributed report

4.4 Canteen Report

- Orders are steady at the moment
- Thanks to Lynne for covering the absence while on leave
- Haystacks will be available again for next term

4.5 Uniform Report

- Second hand donations have been received and sorted ready for sale

5.0 GENERAL BUSINESS

5.1 Constitution

- WACSSO have introduced changes that require an update of the constitution – deferred to next meeting

Person Responsible

Close of meeting: 8.56pm

Next Meeting: Monday 14th October 2019